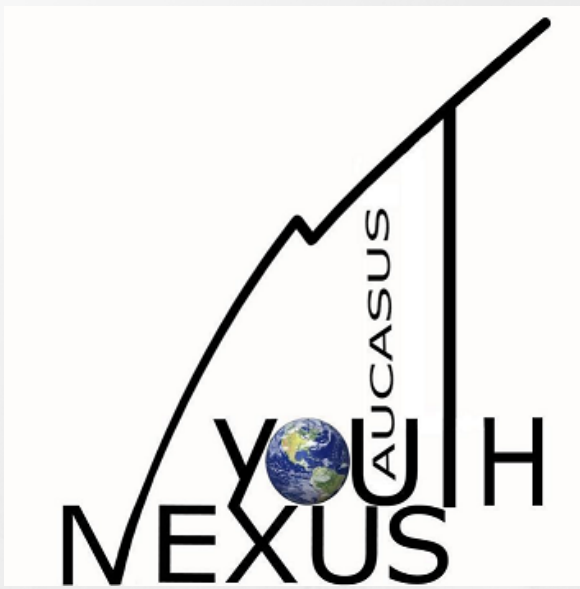


BATUMI SEASON OVER?

Start your Autumn with a kick!
CAYNEX call for interns open now

WWW.CAYNEX.GE





CAYNEX and MasterPeace Eastern Partnership and Central Asia Regional Office

Call for Interns

Internship Duration: 18.09.2017 - 18.03.2018

Application Deadline: 12.09.2017

5 REASONS TO BECOME A CAYNEX INTERN



THE TEAM

Every employee, intern, and volunteer has a special place in the CAYNEX team. We are a group of youth workers and trainers united by one goal - working towards a social change. But whatever we do - international projects, small scale activities in the regions, intercultural evenings - we always learn from each other and have fun!



THE GROWTH

Being part of CAYNEX team is a constant learning process. Being an intern will give you a chance to develop your skills, gain new knowledge and become more aware of what you are truly good at.



THE COMMUNITY WORK

Each of the activities we implement is designed to bring together different people and to give them a chance to discover something new about themselves and the world around them. Being an intern at CAYNEX will teach you how to create sustainable projects that affect their participants in a positive way.



THE IDEAS

All of us at CAYNEX are always encouraged to share their project ideas. As an intern you will get all the support from more experienced team members necessary to make YOUR ideas becoming real.



THE CAREER

If you are looking for ways to start your career in the NGO world CAYNEX is a place to be. You will learn essential skills needed to work as a project manager and run both local and international activities.

Positions:

1. Photography, IT, Social Media Intern
2. Marketing, PR, Fundraising Intern
3. International Projects Intern
4. Local Projects Intern

Photography, IT, Social Media

TASKS

- Managing organization's social media (Facebook, twitter etc.)
- Photo and video documentation of the projects
- Basic technical support for office equipment (PCs, laptops, printers, scanners, etc.)
- Translations (English-Georgian, Georgian-English)
- Preparing press releases on CAYNEX projects



REQUIREMENTS

- Proper knowledge of working with digital tools (Photo and video camera, etc.)
- Proper knowledge in office programs (Microsoft word, excel, powerpoint, etc.)
- Proper knowledge in working with pcs, laptops and respective office equipment
- English level of B2/upper intermediate (communication and writing skills)
- At least second year student of university

Marketing, PR, Fundraising

TASKS

- Preparing and monitoring marketing plan
- Preparing and disseminating publicity on CAYNEX activities
- Preparing presentations (including power point) on the organization's projects
- Cooperating and communicating with partners (companies, NGOs, authorities)
- Learning the concept of fundraising and putting the knowledge in practice



REQUIREMENTS

- Proper knowledge in office programs (Microsoft word, excel, power-point, etc.)
- English level of B2/upper intermediate (communication and writing skills)
- Creative and analytical skills
- Sense of responsibility
- At least second year student of university

International Projects

TASKS

- Assisting in development and implementation of international projects
- Preparing open calls for partner organizations and participants
- Searching for NGOs across Europe interested in cooperation and maintaining active communication
- Assisting in filling out the application forms, post-project publications and reports



REQUIREMENTS

- Ability to look for information and process them independently
- Creative and analytical skills
- Ability to cope with deadlines
- Good interpersonal skills
- Proper knowledge in office programs (Microsoft word, excel, power-point, etc.)
- English level of B2/upper intermediate (communication and writing skills)
- At least second year student of university

Local Projects

TASKS

- Creating and implementing local activities promoting intercultural dialogue
- Generating ideas and implementing small scale projects to be implemented in Caynex office in Tbilisi (for example movie screenings, intercultural evenings, discussions and debates etc.)
- Promoting the activities among local youth and maintaining active communication with potential local partners



REQUIREMENTS

- Sense of initiative and ability to generate ideas
- Creative and analytical skills
- Basic project management skills
- Proper knowledge in office programs (Microsoft word, excel, power-point, etc.)
- English level of B2/upper intermediate (communication and writing skills)
- At least second year student of university

Benefits

- Participation in local, regional and international project (Erasmus+, EVS, International conferences, international-camps and seminars)
- Practical activities in order to improve and develop foreign language skills
- learning the step-by-step process of running an international project (from idea to implementation)
- Practicing professional communication with the network of international partners
- Learning how to independently run a small project
- Developing management and communication skills
- Building a professional network of contacts with young activists (both Georgian and international)
- Bilingual certificates upon the completion of internship
- Letter of recommendations
- Posibility to become part of the organization's team member and work on full paid job

APPLICATIONS:

Fill out this [online application](#) until
[September 12th](#)

Selected candidates will be contacted and
invited for interviews that will happen on
[September 15th](#)

For additional inquiries contact us
at caucasusyouthnexus@gmail.com

GOOD LUCK WITH THE APPLICATIONS!

Caynex Team